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## ORGANIZATION AND ARCHIVES

The Organization and Advisory Unit and the Archives Unit are directly attached to the General Directorate.

### Organization and Advisory Unit

This unit monitors the various needs arising from difficulties encountered by the ICRC in its daily work and coordinates efforts to achieve greater efficiency while keeping running costs as low as possible. It may be called on, for example, to solve problems of organization and management or to develop new data-processing techniques. The unit relies on participatory methods, such as setting up user groups to work on projects, and executes its projects according to strict guidelines.

In 1992 the unit launched several new projects in the areas of transport of supplies for relief operations, communication and administrative management (insurance). It also took a general inventory of ICRC needs and drew up a plan for future projects based on the priorities of each section concerned.

In addition the unit completed the initial phase of the programme to develop and set up documentary data bases that was launched in 1988. The data bases were made available to users for consultation

and research in the fields of international humanitarian law, ICRC principles, library management, audiovisual documentation and ICRC publications.

### Archives Unit

The archives policy adopted by the ICRC in 1990 continued to be applied in handling correspondence and files.

Facts and figures:

- ☐ The overall figure for headquarters correspondence (990,000 items) remained the same as in 1991;
- ☐ The amount of archive material increased by 270 linear metres, i.e. 124 linear metres of correspondence filed by the central registry and 146 linear metres of decentralized material transferred from headquarters departments and field delegations.
- ☐ As at 31 December 1992, the total amount of archive material stood at 3,697 linear metres, i.e. an increase of 7.9 percent over the previous year;
- ☐ 60 requests for information of an historical nature were handled for individuals and organizations outside the ICRC.